MCO240

HOSPITAL EQUIPMENT NOTE

OCCUPATIONAL THERAPY DEPARTMENT

9

MINISTRY OF HEALTH : SCOTTISH HOME AND HEALTH DEPARTMENT
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Occupational Therapy Department

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I. Scope

This Equipment Note gives guidance on the basic equipment requirements for an Occupational Therapy Department. It is intended to be read in conjunction with Hospital Building Note No. 9 which relates to the design and planning of an occupational therapy department at district general hospitals or teaching hospitals. It covers district general hospitals with psychiatric units, but does not apply to wholly psychiatric hospitals which will be dealt with in separate Notes.

II. General Considerations on the Use of Equipment Notes

Equipment Note No. 1 (Equipping a hospital building) provides an introduction to the series of departmental Equipment Notes, advice on their application and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning framework set out in Equipment Note No. 1 and in the manner described therein.

The following method of classifying equipment, which is explained in more detail in Hospital Equipment Note No. 1, is used throughout this Note:

The term "equipment" covers all items necessary for the functioning of the hospital and includes both non-technical (e.g. furniture) and technical equipment. Short-term consumable supplies such as fuel, stationery, food, drugs and dressings are not included.

Equipment is classified into three groups:

Group I: items usually supplied and fixed by the contractor for the works.

Group II: items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements:

(*a*) those supplied by the hospital authority and fixed by the contractor for the works;

(*b*) those supplied by the hospital authority and put in position by them or on their instructions outside the general construction contract.

Group III: smaller items, usually storage items, supplied and put in position by the hospital authority.

III. Special Considerations in Respect of this Note

An occupational therapy department and a physiotherapy department together constitute the treatment side of a Department of Physical Medicine and the two should be planned together to form one unit. The equipment requirements for a physiotherapy department are dealt with in Hospital Equipment Note No. 8.

The equipment detailed in this Note is regarded as suitable to the department described in Building Note No. 9 and has been listed in room (or space) sequence conforming to the Building Note. The lists are drawn up in such a way that they are applicable to departments of varying sizes and of varying designs within the context of the Building Note.

The ratio of places required in the three main sections of the department, viz. heavy workshop, light workshop and domestic section, will vary widely, depending on the type of patients predominating (e.g. orthopaedic, geriatric or neurological, etc.), the situation of the hospital (e.g. whether in an industrial or rural area) and other factors. For the purpose of this Note it has been assumed that an average department would consist of 5 domestic places to 15 light workshop places to 25 heavy workshop places and the equipment for the three main sections has been provided on this basis. Provision has also been made however for workshops smaller than and larger than the average size for use in projects where one or other sections varies from average size, thus:

	Number of places in the workshop or section		
Heavy workshop	10	25	40
Light workshop	6	15	24
Domestic section	2	5	8

From the equipment schedule it is therefore possible, for example, to associate the equipment most suitable for a smaller-than-average heavy workshop with a correspondingly larger-than-average light workshop in a department serving a rural population.

The equipment listed represents average provision in the light of present practice. It is realised however that this is a field in which methods vary and are constantly changing and some alternative provision may be preferred; this should be possible within the recommended cost guide figures.

Throughout the department special attention will need to be given to the needs of the disabled in respect of heights of lavatory seats and chairs, special tap fittings for cookers and hot and cold water systems, etc.

Some fixed items of equipment (Group I) have already been mentioned (and costed) in the Building Note, but it has been thought useful to include them again in the Equipment Note, which represents the

results of a comprehensive review of the requirements. Reference should, however, be made to the Building Note—Part V, Engineering Services—for further information on the mechanical services and electrical installation. Structural elements, floor coverings, non-specialised heating and lighting fittings and similar items which are basic to any building are not included in the Equipment Note; neither are window blinds and window curtain tracks since the requirements may vary with local circumstances.

Throughout the schedule, for the sake of uniformity, references to towel dispensers are associated with disposal bins for paper towels. Suitable adjustments will need to be made where linen towels are to be used.

IV. Cost

Guidance on the cost of equipping an occupational therapy department to the standard shown in this schedule is given against the list of equipment for each room. Departmental cost summaries are shown in the Appendix to the Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 should be borne in mind.

The cost figures in this schedule and in the Appendix are related only to Group II and Group III equipment. As a matter of convenience, Group I items of a specialised nature are listed in each room schedule, but these have already been taken into account in the cost allowance for construction (including engineering), in the appropriate Cost Note in Appendix E to Hospital Building Note No. 2.

V. List of Rooms, etc.

A. Basic accommodation	Page reference
(*a*) Entrance	
(i) Waiting room or bay	3
(ii) Patients' cloakroom and lavatories	3
(*b*) Treatment area	
(i) Heavy workshop	4-6
(ii) Light workshop	7
(iii) Domestic section	8-11
(*c*) Staff	
(i) Staff common room	11
(ii) Staff cloakrooms and lavatories	12
(*d*) Offices	
(i) Head occupational therapist	12
(ii) Clerks and records	13
(iii) Interview room	13
(*e*) Stores	
(i) Equipment	13
(ii) Timber, etc.	13
(iii) Finished articles	14
(*f*) Cleaners' room	14
(*g*) Wheelchair bay	14
Departmental items	14
B. Additional accommodation	
(*a*) Covered access	15
(*b*) Canteen	15
(*c*) Consulting room(s)	16-17
(*d*) Horticultural	17

VI. Schedule of Equipment

A. Basic Accommodation

(*a*) ENTRANCE

(i) *Waiting room or bay*

When the occupational therapy department forms part of a Department of Physical Medicine this room should, where possible, be combined with the physiotherapy department waiting room.

		Quantity	*Notes*
Basic List			
Group I:	Board, notice	1	
Group IIb:	Chair	8	A variety of chairs of varying heights may be particularly desirable here.
	Table, occasional, low	2	
	Rack, magazine	1	
Group III:	Bin, waste paper	1	If smoking is to be allowed, ashtrays will need to be provided; otherwise "No Smoking" notices. However, ashtrays should be provided at the entrance for people who are smoking when they enter the department.
	Cost Guide (excluding Group I)	£55	

(ii) *Patients' cloakroom and lavatories*

When the occupational therapy department forms part of a Department of Physical Medicine these rooms should, where possible, be combined with similar rooms in the physiotherapy department. Equipment is shown on a unit basis.

		Quantity		*Notes*
		Male	*Female*	
Basic List				
For each W.C. cubicle				One cubicle should be provided for every ten work places.
Group I:	W.C. suite	1	1	
	Fitting, toilet paper	1	1	
	Hook, clothes	1	1	
	Grab rail	2	2	
	Bell, emergency	1	1	A cord operating a ceiling switch with hand grips at waist and floor level.
	Shelf	1	1	
Group IIb:	Bin, sanitary	—	1	If no incinerator is provided.
Group III:	Brush, lavatory, and holder	1	1	
	Cost Guide (excluding Group I)	10s.	£2	
For lobby leading to W.C.s				One basin should be provided for every ten work places.
Group I:	Basin, lavatory	1	1	
	Basin, urinal	1	—	With a flushing jet.
	Mirror	1	1	
	Shelf	1	1	For every basin.
	Dispenser, soap	1	1	For every basin.
	Board, notice	1	1	For warning notices.
	Hook, clothes	2	2	
	Tap, drinking water	1	1	
Group IIa:	Dispenser, towel	1	1	
	Dispenser, carton	1	1	
Group IIb:	Bin, disposal, for paper towels	1	1	
	Bin, disposal	1	1	For cartons.
	Cost Guide (excluding Group I)	£8	£8	

(*b*) TREATMENT AREA
(i) *Heavy workshop*

		Number of places in the workshop			*Notes*
		10	25	40	
Basic List					
Group I:	Bench, wall, fixed	30	60	100	Sq.ft., at a suitable height for wheelchairs.
	Board, notice	1	1	1	For warning notices.
	Clock, electric	1	1	1	
	Dispenser, soap	1	2	2	
	Draining board	1	2	2	
	Frame, suspension	1	1	2	One frame should span three work places.
	Gas jet	1	1	1	
	Hook, clothes	As reqd.	As reqd.	As reqd.	
	Sink	1	2	2	
	Socket outlet	As reqd.	As reqd.	As reqd.	
	Storage racks above cupboard	30	75	120	Sq. ft.
Group IIa:	Dispenser, towel	1	2	2	
Group IIb:	Anvil	1	1	1	
	Bench, carpenter's	2	5	7	With vices.
	Bench, engineering	1	3	5	With vices.
	Bench, saw, power	—	1	1	Operated by workshop supervisor; with lock on power point.
	Bin, disposal, for paper towels	1	2	2	
	Bin, rubbish	2	2	4	
	Chair or stool	2	4	6	Preferably adjustable in height and suitable for various disabilities.
	Drill, electric, and stand	1	2	5	
	Equipment, welding, electric	1	1	2	Or gas.
	Fretsaw, bicycle	1	2	3	
	Fretsaw, treadle	1	2	3	
	Gas forge	1	1	1	
	Grinder, electric, and polisher	1	1	1	
	Grindwheel, hand or foot operated	1	1	1	
	Horse, sawing	1	1	2	
	Lathe, metal, power driven	1	1	2	
	Lathe, wood, foot operated	1	2	3	
	Machine, pipe bending	—	1	1	
	Storage, cupboard	100	250	400	Cu. ft. Shallow for tools, deep for materials and articles.
Group III:	Bevel, sliding	1	1	2	
	Block, bench	2	5	9	
	Blowlamp	1	1	1	
	Box, mitre	1	2	4	
	Brace bits, $\frac{1}{4}$ in. to 1 in.	1	1	2	Sets.
	Bradawl	2	3	5	
	Brush, file	1	2	3	
	Brush, wire	1	1	2	
	Calipers, inside	1	2	2	
	Calipers, outside	1	2	2	
	Can, oil	2	2	4	
	Chisel, cold	1	2	2	
	Chisel, turning	1	2	3	Sets.
	Chisel, wood	2	3	5	Sets.
	Clamp, G	2	4	8	Sets of four.
	Clamp, sash	4	8	12	
	Combination square	1	1	1	
	Compass, large	1	1	3	
	Compass, pair	1	2	3	
	Compass, small	1	2	3	
	Countersink, rose	1	2	4	
	Cutter, glass	1	1	1	
	Dividers	1	1	2	Pairs.
	Drill, high speed	1	2	4	Sets.
	Drill, $\frac{1}{16}$ in. to $\frac{1}{4}$ in.	1	2	3	Sets.
	File, coarse	2	3	5	
	File, saw (tapped)	2	2	2	
	Gauge	1	3	5	
	Gauge, calipers, steel	1	1	2	
	Gauge, mortice	1	2	4	
	Gauge, wire	1	1	2	
	Goggles, protective	Various	Various	Various	
	Gouge, paring	1	2	3	
	Hacksaw	1	3	5	
	Hammer, engineer's, ball pein	1	3	5	
	Hammer, joiner's, 1 lb.	1	2	4	
	Hammer, joiner's, $1\frac{1}{2}$ lb.	2	4	8	
	Handbrace	1	2	4	
	Handle, file, wooden	3	6	8	

(*b*) TREATMENT AREA (continued)
(i) *Heavy workshop* (*continued*)

	Number of places in the workshop			*Notes*
	10	25	40	
Basic List				
Group III: Iron, soldering, electric	1	2	3	
(*contd.*) Knife, marking	1	1	2	
Knife, putty	1	1	3	
Mallet	3	6	9	
Micrometer, inside	1	1	2	
Micrometer, outside	1	1	2	
Nest of saws	1	1	2	
Pincers	1	3	4	
Plane, jack	2	4	6	
Plane, plough	1	1	1	
Plane, rabbet	1	1	1	
Plane, smoothing	2	4	6	
Plane, trying	1	1	1	
Punch, centre	1	1	3	
Punch, pin	1	2	4	
Rasp	2	3	5	
Rivet set	1	2	3	
Rule, 6 in.	1	3	5	
Rule, 2 ft.	1	3	5	
Ruler, wood	3	6	10	
Saw, bow	1	1	2	
Saw, coping	1	2	4	
Saw, hand	2	4	6	
Saw, mitre	1	2	3	
Saw, tenon	2	6	8	
Saw set	1	1	1	
Scraper, metal	1	2	4	
Screwdriver, large	1	4	5	
Screwdriver, small	1	2	5	
Scriber	1	3	5	
Snips, tin	1	1	3	
Spanner, adjustable	1	2	3	
Spanner, B.S.F.	1	1	2	Sets.
Spanner, Whitworth	1	1	2	Sets.
Spirit level	1	2	2	
Spokeshave, flat face	1	2	3	
Spokeshave, round face	1	2	3	
Square, large	1	2	8	
Square, small	2	6	8	
Square, try	1	2	5	
Stone, oil	1	2	3	
Stone, slip	1	1	2	
Stone, wet grinding	1	1	1	
Straight edge	1	1	2	
Taps and dies, B.S.F.	1	1	2	Sets.
Taps and dies, Whitworth	1	1	2	Sets.
Tongs, blacksmith's	1	1	1	Set.
Tools, wall plug	1	1	1	Set.
Wheelbrace	3	5	8	
Wrench, self grip	2	3	4	Pairs.
Wrench, Stillson pipe	1	1	1	Pair.
Cost Guide (excluding Group I)	£480	£1020	£1640	
Additional List				
Group III: Cleaner, vacuum, heavy duty	1	1	1	
Cost Guide (additional list)	£90	£90	£90	

(*b*) TREATMENT AREA (continued)

(i) *Heavy workshop—technician's office*

This office can either be partitioned off from the heavy workshop or can be a separate office overlooking both the heavy and the light workshops.

		Quantity	*Notes*
Basic List			
Group I:	Board, notice	1	
	Mirror	1	
	Hook, clothes	1	
	Telephone	1	With loud bell.
	Storage, cupboard	1	
	Socket outlet, twin	1	
Group IIb:	Desk, draughtsman's, small	1	
	Chair, upright, arm	1	
	Stool, high	1	
	Table or work bench, wall, small	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Board, drawing	1	
	T square	1	
	Cost Guide (excluding Group I)	£35	

(*b*) TREATMENT AREA (continued)
(ii) *Light workshop*

		Number of places in the workshop			*Notes*
		6	15	24	
Basic List					
Group I:	Bath	1	1	1	For soaking cane.
	Bench, wall	25	50	80	Sq. ft.
	Board, notice	1	1	1	For warning notices.
	Clock, electric	1	1	1	
	Dispenser, soap	1	1	1	
	Draining board	1	1	1	
	Frame, suspension	1	1	2	One frame should span three work places.
	Sink	1	1	1	
	Socket outlet	As reqd.	As reqd.	As reqd.	
	Storage racks above cupboard	18	45	72	Sq. ft.
Group IIa:	Dispenser, towel	1	1	1	
Group IIb:	Bin, disposal, for paper towels	1	1	1	
	Board, warping	1	1	1	
	Chair, typist's	1	2	3	
	Chair, upright, small	6	15	24	Stacking type with padded seats
	Desk, typist's	1	2	3	
	Duplicator, hand operated	—	1	1	
	Guillotine, paper	1	1	2	
	Loom, small, complete	2	2	2	
	Machine, sewing, treadle or hand	1	1	2	
	Printing press, complete with accessories	—	1	1	
	Scales	1	1	1	
	Storage, cupboard	60	150	240	Cu. ft.
	Table, work	1	2	3	6 ft. × 3 ft.
	Typewriter, electric	—	1	2	
	Typewriter, portable	1	2	3	
	Typewriter, standard	1	2	2	
Group III:	Awl	1	2	3	
	Board, cutting	1	1	2	
	Bodkin	Various	Various	Various	
	Brush, paint	Various	Various	Various	
	Clamp, cane work	1	1	1	
	Clamp, saddler's	1	1	1	
	Cutter, cane	2	4	6	
	Gauge, wool	2	2	3	
	Hammer, cane worker's	1	1	1	
	Hook, miscellaneous	16	24	32	S and 8.
	Hooks, rug	3	6	9	
	Knife, leather	2	4	6	
	Knife, picking	1	1	1	
	Limb sling	24	36	48	
	Marker, stitch	1	1	1	
	Marker, thonging	1	1	1	
	Needle, knitting	Various	Various	Various	
	Needle, seagrass	2	2	2	
	Pliers, round nosed	1	2	3	
	Punch	Various	Various	Various	
	Rule, steel	1	2	2	
	Scissors	Various	Various	Various	
	Set, press stud tools	1	1	1	
	Set square	1	1	1	
	Shears, leather	1	1	1	
	Shuttle, seagrass	2	2	2	
	Spring clip	16	24	32	
	Tape, inch	2	2	3	
	Thimble	Various	Various	Various	
	Cost Guide (excluding Group I)	£285	£675	£960	

(*b*) TREATMENT AREA (continued)

(iii) *Domestic section*

Normally a domestic section incorporates a unit taking up to five patients. In larger sections two units should be provided, though they may not necessarily be completely separate.

(a) Bath and W.C.

		Number of places in the section			*Notes*
		2	5	8	
Basic List					
Group I:	Lifting gear:				
	(*a*) overhead monkey pole ..	1	1	2	
	(*b*) electric adjustable type ..	1	1	2	
	Hand rails	As reqd.	As reqd.	As reqd.	By lavatory basin, bath and W.C. suite.
	Bath	1	1	2	
	W.C. suite	1	1	2	
	Basin, lavatory	1	1	2	
	Rail, towel	1	1	2	
	Cupboard, medicine	1	1	2	
	Fitting, toilet paper	1	1	2	
	Mirror	1	1	2	
	Shelf	1	1	2	
	Shower	1	1	2	At shoulder height, thermostatically controlled.
	Rail, curtain	1	1	2	
Group IIb:	Seat, bath	Various	Various	Various	
	Mat, bath, non-slip	1	1	1	
Group III:	Dish, soap	1	1	2	
	Mug	1	1	2	
	Brush, nail	2	2	4	
	Curtain	1	1	2	
	Cost Guide (excluding Group I)	£16	£16	£32	

(*b*) TREATMENT AREA (continued)
(iii) *Domestic section*
(b) Kitchen bay

		Number of places in the section			Notes
		2	5	8	
Basic List					
Group I:	Clock, electric	1	1	2	
	Cooker, electric	1	1	2	Grill at working surface height, with oven at convenient height for wheelchairs.
	Cooker, gas	1	1	2	
	Cupboard unit	1	1	2	
	Draining board, double	1	1	2	
	Fan or air extractor	1	1	2	
	Lighter, gas	1	1	2	
	Rail, curtain	1	1	2	
	Sink	1	1	2	
	Socket outlet	As reqd.	As reqd.	As reqd.	
	Tap, lever type	2	2	4	
	Working surfaces	As reqd.	As reqd.	As reqd.	At various heights.
Group IIa:	Dispenser, towel	1	1	2	
Group IIb:	Bin, disposal, for paper towels	1	1	2	
	Bin, pedal	1	1	2	
	Bin, rubbish	1	1	2	
	Board, ironing	1	1	2	
	Chair, dining	6	6	12	
	Chair, easy	2	2	4	
	Rack, vegetable	1	1	2	
	Refrigerator, domestic	1	1	2	
	Stool	2	2	4	
	Table, dining	1	1	2	
	Table, kitchen	1	1	2	
	Trolley	1	1	2	
Group III:	Apron	6	6	12	
	Ashtray	2	2	4	
	Basin, pudding	3	3	6	
	Bin, waste paper	1	1	2	
	Blender, pastry	1	1	2	
	Board, bread	1	1	2	
	Board, meat	1	1	2	
	Board, pastry	1	1	2	
	Bowl, mixing	3	3	6	
	Broom	1	1	2	
	Brush, hand	1	1	2	
	Bucket	1	1	2	
	Canister, food	1	1	2	Dozen.
	Casserole	3	3	6	
	Cleaner, vacuum	1	1	2	B.S. 3028.
	Cloth, table	6	6	12	
	Colander	1	1	2	
	Condiment set	2	2	4	
	Cup	6	6	12	
	Cup, egg	6	6	12	
	Curtain	1	1	2	
	Cutter, pastry	1	1	2	Sets.
	Dish, pie	3	3	6	
	Dustpan	1	1	2	
	Fork, carving	1	1	2	
	Fork, dessert	6	6	12	
	Fork, dinner	6	6	12	
	Grater	2	2	4	
	Iron, electric	2	2	4	B.S. 3456.
	Jug, various	3	3	6	
	Jug, water	1	1	2	
	Kettle	1	1	2	
	Kettle, electric	1	1	2	B.S. 3456.
	Knife and fork, combined (Nelson)	6	6	12	
	Knife, bread	1	1	2	
	Knife, carving	1	1	2	
	Knife, dinner	6	6	12	
	Knife, palette	1	1	2	
	Knife, tea	6	6	12	
	Knife, vegetable	2	2	4	
	Mat, table	8	8	16	
	Measure	1	1	2	
	Mincer	2	2	4	
	Mop	3	3	6	
	Opener, tin, wall fixed	1	1	2	

(*b*) TREATMENT AREA (continued)
(iii) *Domestic section* (*continued*)
(b) Kitchen bay (continued)

	Number of places in the section			*Notes*	
	2	5	8		
Basic List					
Group III: Oven gloves	2	2	4	Pairs.	
(*contd.*) Pan, frying	1	1	2		
Pan, frying, non-stick	1	1	2		
Peeler, potato, various	6	6	12		
Pin, rolling	1	1	2		
Pin, rolling, revolving	1	1	2		
Plate, dessert	6	6	12		
Plate, dinner	6	6	12		
Plate, soup	6	6	12		
Plate, tea	6	6	12		
Rack, draining	1	1	2		
Saucepan, large	1	1	2		
Saucepan, medium	2	2	4		
Saucepan, small	2	2	4		
Saucer	6	6	12		
Scales, kitchen	1	1	2		
Scissors, kitchen	1	1	2		
Sieve, various	2	2	4		
Slice, fish	1	1	2		
Spoon, dessert	6	6	12		
Spoon, soup	6	6	12		
Spoon, table	6	6	12		
Spoon, tea	6	6	12		
Spoon, wooden, large	1	1	2		
Spoon, wooden, small	1	1	2		
Squeezer, juice	1	1	2		
Stand, meat, sure grip	1	1	2		
Sweeper, carpet	1	1	2		
Teapot, small	1	1	2		
Teapot, large	1	1	2		
Tin, baking	3	3	6		
Tin, cake	3	3	6	Various sizes.	
Towel, tea	12	12	24		
Tray	1	1	2		
Tray, wire, cake	2	2	4		
Whisk, egg, various	3	3	6		
Cost Guide (excluding Group I)	£205	£205	£410		
Additional List				**Cost Guide** (additional list)	
Group IIb: Machine, washing/dryer, spin	1	1	2	£80	
Group III: Fork, fish	6	6	12	1s. 7d. each	Required if cutlery is not stainless steel.
Knife, fish	6	6	12	1s. 10d. each	

(*b*) TREATMENT AREA (continued)
(iii) *Domestic section* (*continued*)
(c) Bed bay

		Number of places in the section			*Notes*
		2	5	8	
Basic List					
Group I:	Lifting gear:				
	(*a*) overhead monkey pole ..	1	1	2	
	(*b*) hydraulic mobile type ..	1	1	2	
	Mirror	1	1	2	Fixed.
	Rail, curtain	1	1	2	
Group IIb:	Bed	1	1	2	Including adjustable blocks.
	Chair, easy	1	1	2	
	Chair, high	1	1	2	
	Chair, upright, small	1	1	2	
	Chest of drawers	1	1	2	
	Foot rest	1	1	2	
	Mattress	1	1	2	
	Mirror	1	1	2	Mobile.
	Screen	1	1	2	
	Table	1	1	2	
	Wardrobe	1	1	2	
Group III:	Curtain	1	1	2	
	Hanger, coat, various	6	6	12	
	Pillow	3	3	6	B.S. 1899.
	Cost Guide (excluding Group I)	£110	£110	£220	

(*c*) STAFF
(i) *Staff common room*
When the occupational therapy department forms part of a Department of Physical Medicine this room should, where possible, be combined with the physiotherapy department staff room.

		Size of department			*Notes*
		Small	*Average*	*Large*	
Basic List					
Group I:	Board, notice	1	1	1	
	Mirror	1	1	1	
	Storage, cupboard	1	1	2	
	Clock, electric	1	1	1	
	Socket outlet, twin	1	1	1	
Group IIb:	Chair, easy, arm or upright, small	7	11	16	
	Table, occasional, low	2	2	3	
	Table, side, small	1	1	1	
Group III:	Bin, waste paper	1	1	2	
	Ashtray	3	3	4	
	Cost Guide (excluding Group I)	£65	£95	£140	
Additional List					
Group III:	Kettle, electric	1	1	1	B.S. 3456. If other facilities are not available.
	Cost Guide (additional list)	£3	£3	£3	

(*c*) STAFF (continued)

(ii) *Staff cloakrooms and lavatories*

When the occupational therapy department forms part of the Department of Physical Medicine these rooms should, where possible, be combined with similar rooms in the physiotherapy department.

	Quantity		Notes
	Male	*Female*	
Basic List			
For each W.C. cubicle			
Group I: W.C. suite	1	1	
Fitting, toilet paper	1	1	
Hook, clothes	1	1	
Shelf	1	1	
Group IIb: Bin, sanitary	—	1	If no incinerator is provided.
Group III: Brush, lavatory, and holder	1	1	
Cost Guide (excluding Group I)	10s.	£2	
For cloakrooms			
Group I: Basin, lavatory	1	1	
Mirror	2	2	} For each basin.
Shelf	1	1	
Dispenser, soap	1	1	
Group IIa: Dispenser, towel	1	1	For each three or four basins.
Group IIb: Locker, clothes	1	1	For each member of the staff.
Bin, disposal, for paper towels	1	1	For each towel dispenser.
Cost Guide (excluding Group I)	£1	£1	Plus £5 for each clothes locker.

(*d*) OFFICES

(i) *Head occupational therapist*

	Quantity	Notes
Basic List		
Group I: Clock, electric	1	
Telephone	1	
Board, notice	1	
Mirror	1	
Hook, clothes	1	
Socket outlet, twin	1	
Group IIb: Desk	1	
Chair, desk	1	
Chair, upright, small	2	
Cupboard	1	
Book case	1	
Cabinet, filing, foolscap, four-drawer	1	
Cabinet, card index, two-drawer	1	
Group III: Bin, waste paper	1	
Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
Cost Guide (excluding Group I)	£80	

(*d*) OFFICES (continued)

(*ii*) *Clerks and records*

When the occupational therapy department forms part of a Department of Physical Medicine this room should, where possible, be combined with a similar room in the physiotherapy department.

		Size of department			*Notes*
		Small	*Average*	*Large*	
Basic List					
Group I:	Telephone	1	1	2	
	Board, notice	1	1	1	
	Reception desk or counter	1	1	1	
	Socket outlet, twin	1	1	1	
Group IIb:	Desk	1	1	2	
	Desk, typist's	1	1	1	
	Chair, typist's	1	1	1	
	Chair, office	2	2	4	
	Typewriter	1	1	1	
	Cupboard, steel	1	1	1	
	Stool, high	1	1	1	
	Cabinet, filing, foolscap, four-drawer	1	1	2	
	Cabinet, card, eight-drawer	2	2	4	
	Stand, card cabinet	2	2	4	
Group III:	Desk set	1	1	2	E.g. pen stand, blotting pad, trays, etc according to individual requirements.
	Bin, waste paper	2	2	3	
	Cost Guide (excluding Group I)	£145	£145	£210	

(iii) *Interview room*

		Quantity	*Notes*
Basic List			
Group I:	Hook, clothes	1	
	Mirror	1	
	Telephone	1	
Group IIb:	Desk	1	
	Chair, desk	1	
	Chair, upright, small	3	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£35	

(*e*) STORES

(i) *Equipment*

		Quantity	*Notes*
Basic List			
Group I:	Shelving	60 ft.	
	Cost Guide (excluding Group I)	£—	

(ii) *Timber, etc.*

		Quantity	*Notes*
Basic List			
Group I:	Shelving	56 ft.	In feet length of shelving 2 ft. deep and 3 ft. between shelves.
	Cost Guide (excluding Group I)	£—	

(*e*) STORES (continued)
(iii) *Finished articles*

		Quantity	*Notes*
Basic List			
Group I:	Shelving	34 ft.	In feet length of shelving 1 ft. deep and 3 ft. between shelves
	Cost Guide (excluding Group I)	£—	

(*f*) CLEANERS' ROOM

		Quantity	*Notes*
Basic List			
Group I:	Bucket sink	1	
	Drainer or worktop	1	At working height for washing of cloths, etc.
	Storage, cupboard	1	19 cu. ft. For day-to-day stock of cleaning materials, etc.
	Racks, pegs or hooks for implements ..	As required	
Group IIb:	Trolley, domestic, small	2	
	Holder, paper sack	1	
Group III:	Cleaner, vacuum	1	B.S. 3028.
	Scrubber/polisher, electric	1	
	Cleaning utensils	As required	
	Cost Guide (excluding Group I)	£150	

(*g*) WHEELCHAIR BAY

		Size of department			*Notes*
		Small	*Average*	*Large*	
Basic List					
Group IIb:	Wheelchair	2	4	6	
	Cost Guide	£36	£72	£108	

DEPARTMENTAL ITEMS

		Size of department			*Notes*
		Small	*Average*	*Large*	
Basic List					
Group I:	Incinerator	As reqd.	As reqd.	As reqd.	
	Wallboards, pegboards, etc. ..	As reqd.	As reqd.	As reqd.	
Group IIa:	First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As reqd.	As reqd.	As reqd.	See British Standards Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group IIb:	Rugs	As reqd.	As reqd.	As reqd.	This will vary according to local circumstances.
	Ladder, step	1	1	1	
Group III:	Blanket	4	4	8	
	Sheet	8	8	16	
	Case, pillow	16	16	32	
	Counterpane	2	2	4	
	Window curtains	As reqd.	As reqd.	As reqd.	This will vary according to local circumstances.
	Cost Guide (excluding Group I)	£35	£40	£70	

B. Additional Accommodation

(*a*) COVERED ACCESS

Equipment: nil.

(*b*) CANTEEN

The equipment listed here should be combined with that already provided in the Domestic Section of the Basic Accommodation.

		Quantity	*Notes*
Basic List			
Group I:	Counter	1	8 ft. long.
	Socket outlet, twin	1	
Group IIb:	Chair, dining	24	
	Table, dining	6	
	Trolley	1	For collection of dirty crockery, etc.
Group III:	Bowl, sugar	8	
	Condiment set	8	
	Cup	24	Paper cup dispenser and receptacle may be preferred to crockery.
	Fork, dessert	24	
	Fork, dinner	24	
	Jug, water	8	
	Knife, dinner	24	
	Knife, tea	24	
	Plate, dessert	24	
	Plate, dinner	24	
	Plate, soup	24	
	Plate, tea	24	
	Saucer	24	
	Spoon, dessert	24	
	Spoon, soup	24	
	Spoon, tea	24	
	Tumbler	24	
	Cost Guide (excluding Group I)	£190	
Additional List			
Group III:	Fork, fish	24	Required if cutlery is not stainless steel.
	Knife, fish	24	
	Cost Guide (additional list)	£4	

(*c*) CONSULTING ROOM(S)

Type A: combined consulting/examination room

		Quantity	*Notes*
Basic List			
Consulting area			
Group I:	Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	
	Dispenser, soap	1	
	Mirror	1	
	Storage, cupboard	1	
	Telephone	1	
	Illuminator, X-ray film, double (fixed)	1	
	Socket outlet, twin	1	
	Socket outlet	2	
Group IIa:	Dispenser, towel	1	
Group IIb:	Desk	1	
	Chair, revolving	1	
	Chair, upright, small	1	
	Bin, disposal, for paper towels	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
Examination area			
Group I:	Lamp, adjustable	1	Wall or ceiling mounted.
	Fitment, curtain screening	13 ft.	
	Socket outlet	2	
	Shelf, small, mirror and coat hooks	1	
Group IIb:	Couch, examination	1	
	Chair, upright, small	1	
	Bin, pedal	1	
	Stimulator, diagnostic	1	
	Steps, couch	1	
	Trolley, dressing	1	B.S. 3236.
Group III:	Medical torch	1	
	Curtain, screening	12 yds.	
	Ophthalmoscope	1	
	Auriscope	1	
	Sphygmomanometer	1	
	Tuning fork	1	
	Slip, examination	10	
	Gloves, rubber	12	Pairs
	Patella hammer	1	
	Stethoscope	1	
	Measure, tape	1	
	Goniometer	1	
	Cost Guide (excluding Group I)	£220	

(*c*) CONSULTING ROOM(S)

Type B: separate consulting and examination rooms

	Quantity	Notes
Basic List		
Consulting room		
Group I: Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	
Dispenser, soap	1	
Mirror	1	
Storage, cupboard	1	
Telephone	1	
Illuminator, X-ray film, double (fixed)	1	
Socket outlet, twin	1	
Socket outlet	2	
Group IIa: Dispenser, towel	1	
Group IIb: Desk	1	
Chair, revolving	1	
Chair, upright, small	1	
Bin, disposal, for paper towels	1	
Group III: Bin, waste paper	1	
Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
Examination room		
Group I: Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level	1	
Dispenser, soap	1	
Lamp, adjustable	1	Wall or ceiling mounted.
Socket outlet	2	
Shelf, small, mirror and coat hooks	1	
Group IIa: Dispenser, towel	1	
Group IIb: Couch, examination	1	
Chair, upright, small	1	
Bin, pedal	1	
Stimulator, diagnostic	1	
Steps, couch	1	
Trolley, dressing	1	B.S. 3236.
Group III: Medical torch	1	
Ophthalmoscope	1	
Auriscope	1	
Sphygmomanometer	1	
Tuning fork	1	
Slip, examination	10	
Gloves, rubber	12	Pairs.
Patella hammer	1	
Stethoscope	1	
Measure, tape	1	
Goniometer	1	
Cost Guide (excluding Group I)	£210	

(*d*) HORTICULTURAL

	Quantity	Notes
Basic List		
Group IIb: Greenhouse	1	Approximately 12 ft. long, 8 ft. wide.
Garden shed	1	
Equipment, miscellaneous	As required	
Cost Guide	£115	

Occupational Therapy Department

DEPARTMENTAL COST SUMMARY

(To be read in conjunction with the explanatory notes in Section IV of this Equipment Note and Section IV of Hospital Equipment Note No. 1)

The room cost guide figures for basic equipment (Groups II and III), applied to standard schedules of basic accommodation for departments of various sizes, suggest departmental equipment cost totals of the following order:

Total number of work places				
18	30	45	60	72
£1,800	£2,200	£2,800	£3,600	£4,250

In these totals no account is taken of the following:

(*a*) Equipment required for basic accommodation, additional to the basic list, some guidance on which is given under the appropriate rooms;

(*b*) Equipment required in "additional accommodation", cost guides for which are shown on the appropriate pages as for basic accommodation.

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